

# **3 FAM 4820 HONOR AWARDS**

*(TL:PER-378; 12-20-1999)*

## **3 FAM 4821 GENERAL**

### **3 FAM 4821.1 Purpose**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Honor awards bestow recognition on an individual or group who has made a significant contribution to the agency's mission.

b. The honor awards vary in scope and magnitude. The impact of the act or deed which precipitates the nomination must be carefully examined, and consideration given to whether the act to be recognized benefits the post or bureau, the area, the agency, or the Federal Government as a whole.

### **3 FAM 4821.2 Group Awards**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Nominations for group awards are limited only to those individuals in an organizational segment who have made substantial contributions to the group effort. Nominators of a group award must:

(1) Name the individuals comprising the group (two or more individuals comprise a group);

(2) Avoid recommending a large number of persons who patently could not have contributed to the performance being honored; and

(3) Be able to equate and justify the group performance to the criteria established for honoring individuals.

b. Each member of a group award may receive a certificate signed by an appropriate agency official, or the unit may receive one certificate to be displayed in the unit. No medal sets are given to the members of group awards.

## **3 FAM 4822 THE SECRETARY'S DISTINGUISHED SERVICE AWARD**

### **3 FAM 4822.1 Description**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. This award is presented at the discretion of the Secretary in recognition of exceptionally outstanding leadership, professional competence, and significant accomplishment over a sustained period of time in the field of foreign affairs. Such achievements must be of notable national or international significance and have made an important contribution to the advancement of U.S. national interests.

b. The award is personally authorized by the Secretary of State and notwithstanding 3 FAM 4813.2, it may be presented to members of the foreign affairs communities.

c. The award consists of a gold medal set and a certificate signed by the Secretary.

### **3 FAM 4822.2 Nominating and Approval Procedures**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

Nominations are normally initiated by the Secretary of State. However, officials at assistant secretary or higher level who wish to nominate an individual for this award may do so by submitting a memorandum of justification, cleared by the Director General, to the Executive Secretary of the Department.

## **3 FAM 4823 THE SECRETARY'S AWARD**

### **3 FAM 4823.1 Description**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. This award is presented to employees of State, USAID, and Marine *guards* assigned to diplomatic and consular facilities in recognition of sacrifice of health or life, in the performance of official duties.

b. The award consists of a medal set and a certificate signed by the Secretary.

### **3 FAM 4823.2 Nominating and Approval Procedures**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Nominations are submitted on *Form* JF-66, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

### **3 FAM 4824 AWARD FOR HEROISM**

#### **3 FAM 4824.1 Description**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. This award is presented to employees of State, USAID, and Marine *guards* assigned to diplomatic and consular facilities in recognition of acts of courage or outstanding performance under unusually difficult or dangerous circumstances, whether or not in connection with the performance of assigned duties. It may be granted for:

(1) Sustained superior performance while under threat of physical attack or harassment; or

(2) An individual act of courage or exceptional performance at the risk of personal safety.

b. The award consists of a medal set and a certificate signed by the Secretary.

### **3 FAM 4824.2 Nominating and Approval Procedures**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Nominations are submitted on *Form JF-66*, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

### **3 FAM 4825 DISTINGUISHED HONOR AWARD**

#### **3 FAM 4825.1 Description**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. The level of achievement upon which nominations are based should be comparable to the following:

(1) Exceptionally outstanding service to the agencies or the U.S. Government resulting in achievements of marked national or international significance;

(2) Exceptionally outstanding service and/or leadership in the administration of one or more agency programs that results in highly successful accomplishment of mission, or in a major attainment of objectives or specific accomplishment to meet unique or emergency situations; *and*

(3) Outstanding accomplishments over a prolonged period that involve the exercise of authority or judgment in the public interest.

b. The award consists of a medal set and a certificate signed, as appropriate, by the Secretary of State or the Administrator of USAID.

c. *For USAID, after Bureau/Office/Mission review and approval by the appropriate assistant administrator or office head, nominations are forwarded to the USAID Incentive Awards Committee and the Administrator of USAID for final approval.*

### **3 FAM 4825.2 Nominating and Approval Procedures**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Nominations are submitted on *Form JF-66*, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

### **3 FAM 4826 SUPERIOR HONOR AWARD**

#### **3 FAM 4826.1 Description**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. The Superior Honor Award is presented to groups or individuals in recognition of a special act or service or sustained extraordinary performance covering a period of one year or longer. The following criteria are applicable to granting a Superior Honor Award:

(1) Contributions which had a substantial impact on the accomplishment of the agency's missions, goals, or objectives;

(2) Accomplishments which substantially contributed to the advancement of U.S. Government interests;

(3) Exceptional performance in one or more areas of the employee's official duties as defined in the Work Requirements Statement (Foreign Service) or Performance Plan (Civil Service);

(4) Innovation and creativity in accomplishing long-term tasks or projects;

(5) Contributions that resulted in increased productivity and efficiency, and economy of operations at agency level; *and/or*

(6) Exceptional devotion to duty under adverse conditions.

b. The award consists of a medal set and a certificate signed, as appropriate, by an assistant secretary of State or an official of equivalent rank *and the Administrator of USAID* or equivalent.

### **3 FAM 4826.2 Nominating and Approval Procedures**

(TL:PER-378; 12-20-1999)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals)

a. Nominations are submitted on *Form JF-66, Nomination for Award*, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded to the appropriate area awards committee for final action.

b. Nominations initiated in Washington are submitted to the appropriate area awards committee for final action.

c. *For USAID, after Bureau/Office/Mission review and approval by the appropriate assistant administrator or office head, nominations are forwarded to the USAID Incentive Awards Committee and the Administrator of USAID for final approval.*

### **3 FAM 4827 MERITORIOUS HONOR AWARD**

#### **3 FAM 4827.1 Description**

(TL:PER-378; 12-20-1999)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals)

a. The Meritorious Honor Award is presented to groups or individuals in recognition of a special act or service or sustained outstanding performance. The following criteria are applicable to granting a Meritorious Honor Award:

(1) Outstanding service in support of a one-time event (e.g., support for a major conference or summit meeting);

(2) Innovation and creativity in accomplishing short-term tasks or projects;

(3) Outstanding performance in one or more areas of the employee's official duties as *defined* in the Work Requirements Statement (Foreign Service) or Performance Plan (Civil Service); *and/or*

(4) Contributions that resulted in increased productivity and efficiency, and economy of operations at post or bureau level.

b. The award consists of a medal set and a certificate signed, as appropriate, by an *assistant secretary* of State, an official of equivalent rank or the *chief of mission*, or by the *appropriate assistant administrator, office or mission director for USAID*.

### **3 FAM 4827.2 Nominating and Approval Procedures**

(TL:PER-378; 12-20-1999)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals)

a. Nominations for State and USAID employees are submitted on Form JF-66, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission for final action.

b. Nominations initiated in Washington are submitted to the appropriate area awards committee for final action. *For USAID, nominations initiated in Washington are reviewed by the USAID/W Bureau/Office with final approval by the appropriate assistant administrator or office head.*

## **3 FAM 4828 HONOR AWARDS FOR RETIRING EMPLOYEES**

### **3 FAM 4828.1 The Secretary's Career Achievement Award**

#### **3 FAM 4828.1-1 Description**

(TL:PER-378; 12-20-1999)

(Uniform State and USAID)

(Foreign Service, Civil Service, and Foreign Service Nationals)

a. This award is conferred on behalf of the Secretary to retiring career employees in the Department who, over a period of 25 years or more, have performed with dedication and distinction.

b. Recipients receive a medal set and a certificate signed by the Secretary.

### **3 FAM 4828.1-2 Processing Procedures**

*(TL:PER-378; 12-20-1999)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

There is no formal nominating or approval process. Area awards officers are responsible for identifying eligible employees, requesting certificates, and arranging for their presentation.

### **3 FAM 4828.2 Foreign Affairs Award for Public Service**

#### **3 FAM 4828.2-1 Description**

*(TL:PER-339; 07-10-1997)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. This award is presented to departing *noncareer* employees who, during their association with the Department, have performed with exceptional dedication and distinction.

b. Recipients receive a certificate signed by the Secretary.

#### **3 FAM 4828.2-2 Nominating and Approval Procedures**

*(TL:PER-339; 07-10-1997)*

*(Uniform State and USAID)*

*(Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Nominations are submitted on *Form* JF-66, Nomination for Award, through supervisory channels to the Joint Country Awards Committee for review and recommendation to the chief of mission. Approved nominations will be forwarded through the appropriate area awards committee to the Department Awards Committee for final action.

b. Nominations initiated in Washington are submitted through the appropriate area awards committee to the Department Awards Committee for final action.

### **3 FAM 4829 UNASSIGNED**